

CHAPTER 1-121

REVIEW PROCEDURES FOR AUDIO-VISUAL MATERIALS

---

- 1-121-00 Purpose
- 10 Scope
- 20 Responsibility
- 30 Clearance for Procurement  
and Production

1-121-00 PURPOSE

This chapter sets forth procedures for the review and approval of all audio-visual materials funded under HEW grants or contracts and intended for use with the public.

1-121-10 SCOPE

- A. "Audio-visual materials" refers to motion pictures, videotape productions, slide shows, filmstrips, audio recordings, exhibitry or similar materials, as well as to the steps involved in procuring them, including design, layout, preparation of scripts, filming or taping, sound recording, editing, fabrication, or other activities.
- B. Audio-visual materials used or designed for use in the following situations would routinely be considered as intended for use with the public:
  - 1. broadcast on commercial, **CATV**, or educational public television facilities;
  - 2. showing in commerical movie houses;
  - 3. showing in public places (i.e., airports, waiting rooms, bus or railroad depots, vacation resort facilities, conventions, exhibit halls, etc.); and
  - 4. showing before civic associations, schools, clubs, fraternal organizations, **or** similar lay groups.
- C. Coverage under this procedure is modified **as** follows:
  - 1. audio-visual materials intended for use as a teaching tool in a classroom setting or as a training tool for professional groups will be reviewed only as to Department identification and proper procurement procedures; and

(1-121-10 continued)

2. captioned films for the deaf (films not originally produced for use with the deaf) shall be excluded from these regulations, except as regards proper Department identification.

1-121-20 RESPONSIBILITY

- A. The Office of the Assistant Secretary for Public Affairs (**ASPA**), Office of the Secretary, has primary responsibility for the review and approval of all audio-visual materials (except those produced in-house) purchased or made for use with those publics identified in 1-121-10 (SCOPE) above. This review is made to ensure that films acquired or produced with HEW funds contain proper Department identification, do not become a source of embarrassment to the Department, and assist the Department in the attainment of programmatic objectives.
- B. It is the responsibility of **ASPA** to receive, review, and approve (or disapprove) prior to the initiation of negotiations requests for the procurement of audio-visual materials intended for showing to the general public. **ASPA** will require review and clearance of projects at appropriate stages of production or procurement process.

1-121-30 CLEARANCE FOR PROCUREMENT AND PRODUCTION

- A. Follow the procedures specified in the HEW Procurement Manual, Subpart 3-4.5400 and the HEW Public Affairs Management System Manual, Subpart 75.1.3, except that Revised Form 524A (Request for Audiovisual Materials) is used in lieu of a memorandum, with the exception of procurement of exhibitry, which shall be submitted in a memorandum.
- B. **ASPA** reserves the right to review treatments, scripts, shooting outlines, story boards, layouts, etc., in specific instances. When such review is required, it will be identified at the time of clearance for procurement.
- c. Prior to submission to **ASPA**, HEW agencies proposing an audiovisual project will clear the proposal with appropriate authorities at the agency level in accordance with agency requirements.